SHROPSHIRE FOOTBALL ASSOCIATION

Safeguarding Handbook





The Shropshire Football Association Limited is committed to safeguarding and protecting children and young people in football.

Individually and collectively, we are signed up to Affiliated Football’s Policy and Procedure and we are committed to achieving The FA’s Safeguarding Operating Standard for County FA’s.

Our overall aim is to:

* Implement preventative safeguarding measures and create fun, safe football environments;
* Make the reporting of concerns as easy as possible; and
* Ensure safeguarding and child protection concerns are investigated swiftly and thoroughly in conjunction with statutory agencies, The FA and other organisations as appropriate.

**This commitment is made by the Shropshire Football Association Board and CEO and applies to all our staff including part time, County FA volunteers and members.**

**SFA Safeguarding Children Policy and Procedures**

The FA continues to be committed to ensuring all necessary steps are taken to protect from harm children and young people (CYP) who participate in grassroots football.

Everyone involved in football needs to understand the individual and collective responsibility they undertake when working with CYP. Working together and giving young people a voice makes a difference when it comes to having effective safeguards in football.

It is essential that everyone is clear about how to report a concern about the welfare of a child or young person. In short this means following the guidelines set out in this policy. Further support and guidance can be obtained through the County Designated Safeguarding Officer or the Senior Safeguarding Lead.

It is not your responsibility to decide if abuse is taking place, but it is your responsibility to report any concerns you may have.

**The Association’s Safeguarding Children’s Policy**

Every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every adult involved in football; thus every club is required to endorse and adhere to The Association’s Safeguarding Children Policy.

The FA recognises its responsibility to safeguard the welfare of CYP who play or participate in football by protecting them from abuse or harm.

This means creating a safe and inclusive atmosphere where everyone works together to tackle both bullying and discrimination, ensure safer recruitment, and tackle poor practice which leads to harm and reduces equal opportunities.

Best practice in Inclusion, anti-bullying, equality and the respect agenda are all part of making safer cultures and prevention of harm and abuse.

The FA is committed to working to provide a safe environment for all CYP to participate in the sport to the best of their abilities for as long as they choose to do so.

The FA recognises that the terms ‘child or young person’, ‘abuse’ and ‘harm’ are open to interpretation, so for the purposes of this policy, these are defined in Appendix 1.

**The Association’s Safeguarding Children Policy Principles are that:**

* The Child’s welfare is, and must always be, the paramount consideration
* All CYP have a right to be protected from abuse regardless of their age, gender, gender reassignment, sexual orientation, marital status or civil partnership, racial origin, faith, ability or disability, pregnancy and maternity
* All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
* Working in partnership with other organisations, CYP and their parents and carers is essential

The FA is committed to working in partnership with the Police, Children’s Social Care, Local Safeguarding Children’s Board (LSCB) and the disclosure and barring service (DBS) in accordance with their procedures. This is essential to enable these organisations to carry out their statutory duties to investigate concerns and protect all CYP.

The Association’s Safeguarding Children Policy is in response to Government legislation and guidance, developed to safeguard the welfare and development pf CYP.

The Safeguarding Children Policy is further supported by The FA’s Respect Programme to address verbal abuse and bullying of youngsters by parents and coaches on the side-lines.



**Safeguarding Code of Conduct -Staff**

**Introduction**

The Shropshire Football Association takes its role as a provider of football for under-18s very seriously. Their wellbeing is paramount in all decisions taken by us. All children and young people we come into contact with have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.

We act in accordance with legislation, (1) statutory guidance and The FA’s Safeguarding Policies and Procedures1 and any associated guidance including the achievement and retention of the Safeguarding Operating Standard.

We also take the safeguarding of adults at risk seriously and will act in accordance with The FA’s Safeguarding Policies and Procedures and any associated guidance including the achievement and retention of the Safeguarding Operating Standard.

Please refer to Appendix 2: Safeguarding Adults: Briefing Note for further information on the context for the Safeguarding Adults work.

**To whom does this Code of Conduct apply?**

This Code of Conduct applies to all staff, as safeguarding is everyone’s responsibility. It therefore applies to and must be signed by officers, managers, employees, consultants, contractors, casual and agency staff (collectively referred to as staff in this Code of Conduct). It does not apply to volunteers, as there is a separate volunteer Code of Conduct.

**Staff obligations**

It is our expectation that all our staff will at all times act in the best interests of children and young people under the age of 18 and in accordance with The FA’s Safeguarding Children Policy. The welfare of children and young people must always be paramount.

We also expect staff to take the welfare of adults at risk seriously and to act in accordance with The FA’s Safeguarding Adults Policy.

This includes an expectation that staff will:

• Undertake safeguarding education or training as required by the County FA (CFA);

• Read and comply with The FA’s Safeguarding Children Policy and our safeguarding procedures;

• Read and comply with The FA’s Safeguarding Adults policy and our safeguarding procedures;

• Obtain and maintain an FA in-date DBS Check (less than three years since the date of issue) if working in regulated activity1 with under-18s (2);

• Act in an appropriate way at all times when in contact with children and young people and adults at risk, whether face-to-face, via social media, phone or other electronic communications – and always in line with the CFA’s Social Media Policy;

• Recognise the importance of confidentiality when working with children, young people, their families and their data;

• Recognise the importance of confidentiality when working with adults and their data;

• Promptly report any concerns about safeguarding or the protection of children or young people or adults at risk in football to our Designated Safeguarding Officer or the Senior Safeguarding Lead or other nominated person or persons in their joint absence;

• Be familiar with and use the whistle- blowing policy if you suspect or believe that the CFA or FA have not appropriately addressed any safeguarding concerns;

• Accept that, by taking this role, this CFA may deem you to be in a relationship of trust with under-18 participants or adults at risk that you are in contact with through your role. You should be aware of and understand the responsibility that this entails, by undertaking the relevant safeguarding education, as we deem appropriate;

• Act with integrity at all times; and

• Seek advice from the Designated Safeguarding Officer or the Senior Safeguarding Lead if you are unsure about any of the above or if you are unsure how to act in any given situation.

**Further information and support**

Further information can be found in:

• Our Staff Handbook;

• The FA’s Policy and Procedures;

• The FA’s Best-Practice guides.

1. *Affiliated Football’s Policies and Procedures can be found via: TheFA.com/football-rules-governance/safeguarding/section-1- footballs-safeguarding-framework*
2. *See The FA website for further information about Safer Recruitment and DBS Checks: TheFA.com/football-rules-governance/ safeguarding/section-3-safer-recruitment-and-dbs-checks*

Alternatively, if you have any queries or concerns regarding the Code of Conduct or safeguarding generally, please speak to our Designated Safeguarding Officer or the Senior Safeguarding Lead in the first instance. If you are the Designated Safeguarding Officer or the Senior Safeguarding Lead and cannot find the advice you need internally seek advice from The FA Safeguarding team.

Please sign and return a duplicate copy of this Code of Conduct to acknowledge you have read and understand the Code of Conduct and you agree to comply with it. You should then keep the other copy safe for your records.

You should be aware that breaches of the Code of Conduct are taken very seriously and may lead to disciplinary action against you under our Disciplinary Procedure. In certain cases, we may also make a referral to statutory agencies and The FA.

I have read, understood and agree to comply with this Safeguarding Code of Conduct – Staff.

|  |
| --- |
| **Signed** |
| **Name** |
| **Date** |



**Safeguarding Code of Conduct - Volunteers**

**Introduction**

The Shropshire Football Association takes its role as a provider of football for under-18s very seriously. Their wellbeing is paramount in all decisions taken by us. All children and young people we come into contact with have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.

The County FA (CFA) also commits to safeguarding adults at risk.

We act in accordance with legislation, (1) statutory guidance and The FA’s Policies and Procedures1 and any associated guidance and we work collaboratively with The FA in relation to concerns about the safeguarding of children or young people or adults at risk.

**Who this Code of Conduct applies to?**

This Code of Conduct applies to all volunteers, as safeguarding is everyone’s responsibility.

**Volunteer obligations**

It is our expectation that all our volunteers sign this Code of Conduct and will at all times act in the best interests of children and young people under the age of 18 and in accordance with The FA’s Safeguarding Children Policy and Procedures. The welfare of children and young people must always be paramount.

We also expect our volunteers to act in the best interests of adults at risk in football and to follow reporting procedures.

This includes an expectation that volunteers will:

• Undertake safeguarding education or training required by the CFA;

• Read and comply with The FA’s Safeguarding Policies and our safeguarding procedures for children and adults at risk;

• Obtain and maintain an FA in-date DBS Check (less than three years since the date of issue) if working in regulated activity with under-18s in youth and open-age adult football (2);

• Act in an appropriate way at all times when in contact with children and young people, and adults at risk whether face to face, via social media, phone or other electronic communications and in line with the CFA Social Media Policy;

• Recognise the importance of confidentiality when working with children, young people, their families and their data;

• Recognise the importance of confidentially when working with adults at risk and their data;

• Promptly report any concerns about safeguarding or the protection of children or young people or adults at risk in football to our Designated Safeguarding Officer or the Senior Safeguarding Lead or other nominated person or persons in their joint absence;

• Be familiar with and use the whistle- blowing policy if you suspect or believe that safeguarding concerns have not been appropriately addressed by the CFA or The FA;

• Accept that, by taking this role, this CFA may deem you to be in a relationship of trust with under-18 participants and/or adults at risk that you are in contact with through your role. You should be aware of and understand the responsibility that this entails, by undertaking the relevant safeguarding education, as we deem appropriate;

• Act with integrity at all times; and

• Seek advice from the Designated Safeguarding Officer or the Senior Safeguarding Lead if you are unsure about any of the above or if you are unsure how to act in any given situation.

**Further information and support**

Further information can be found in:

• Our Staff Handbook;

• The FA’s Safeguarding Policies and Procedures;

• The FA’s Best Practice guides.

*1 Affiliated Football’s Policies and Procedures can be found via: TheFA.com/football-rules-governance/safeguarding/section-1- footballs-safeguarding-framework*

*2 See The FA website for further information about Safer Recruitment and DBS Checks: TheFA.com/football-rules-governance/ safeguarding/section-3-safer-recruitment-and-dbs-checks*

Alternatively, if you have any queries or concerns regarding the Code of Conduct or safeguarding generally, please speak to our Designated Safeguarding Officer or the Senior Safeguarding Lead in the first instance.

Please sign (3) and return a duplicate copy of this Code of Conduct to acknowledge you have read and understand the Code of Conduct and you agree to comply with it. You should then keep the other copy safe for your records.

Breaches of the Code of Conduct are taken seriously and could lead to you being unable to volunteer with us and/or the involvement of the statutory agencies and The FA.

*3 Signing the Code of Conduct is a requirement of being a volunteer with us; not signing will mean you cannot volunteer with us.*

I have read, understood and agree to comply with this Safeguarding Code of Conduct – Volunteers.

|  |
| --- |
| **Signed** |
| **Name** |
| **Date** |

**Whistle Blowing Policy**

Whistle-blowing can be used as an early warning system or when it’s recognised that appropriate actions have not been taken. This approach or policy is adopted in many different walks of life.

It is about revealing and raising concerns over misconduct or malpractice within an organisation or within an independent structure associated with it.

Any adult or young person with concerns about a colleague can also use whistle-blowing by calling **0800 169 1863** and asking for The FA's safeguarding team, or via email on safeguarding@thefa.com

Alternatively you can go direct the Police or Children’s Social Care and report your concerns there, or to the Child Protection in Sport Unit via [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk) or the NSPCC Helpline via **0808 800 5000** or by emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

**Contact Details**

**Whistle Blowing Officer**

**Roy Waterfield**

**07918764763**

[**safeguarding@shropshirefa.com**](mailto:safeguarding@shropshirefa.com)

**Shropshire Council Local Authority Designated**

**Safeguarding Officer**

**Ellie Jones: (01743) 250009**

**Email:** [**ellie.jones@shropshire.gov.uk**](mailto:ellie.jones@shropshire.gov.uk)

**Secure Email:** [**ellie.jones@shropshire.gcsx.gov.uk**](mailto:ellie.jones@shropshire.gcsx.gov.uk)

**Telford and Wrekin Council Local Authority Designated Safeguarding Officer**

**Glenn Ashbrooke; (01952) 382848**

**Email;** [**glenn.ashbrooke@telford.gov.uk**](mailto:glenn.ashbrooke@telford.gov.uk)

**The FA Senior Safeguarding Case Manager**

**Sarah Walker; 08001691863 Ext 6463**

**Email;** [**s**](mailto:ebadur.rehman@TheFA.com)**arah.walker@TheFA.com**

**Mandatory Training Requirements 2019/2021**

**Table 1 -** Training requirements for those in Safeguarding Roles: BSC, SSL, DSO, those deputising for SSL and DSOs

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Code of Conduct (in-date)** | **Annual Briefing** | **SCW**  **(updated 3 yearly)** | **MSIYC** | **WOW\*\*** | **Online SCM** | **Online Safeguarding Adults** | **Safeguarding Adults for CFA DSOs** | **Role-specific webinars and sessions** | **External CPD opportunities/ season** |
| **BSC** |  |   Board | 6 months\* | 6 months\* | Recommended | 12 months\* | 6 months\* |  | Recommended |  |
| **SSL** |  |  | 3 months\* | 6 months\* | 6 months\* | 6 months\* | 6 months\* |  | Recommended | x1 |
| **SSL**  **Deputy** |  |  | 3 months\* | Recommended |  |  | 6 months\* |  | Recommended |  |
| **DSO** |  |  | 3 months\* | 6 months\* | 6 months\* | 6 months\* | 6 months\* | 6 months\* | Recommended | x2 |
| **DSO**  **Deputy** |  |  | 3 months\* | Recommended | 6 months\* | 6 months\* | 6 months\* |  | Recommended | x2 |

**Table 2 -** Training requirements for Staff, Board, Council, Committee and/or members

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Code of Conduct (in-date)** | **Annual Briefing** | **SCW**  **(updated 3 yearly)** | **WOW\*\*** | **Online SCM** | **Online Safeguarding Adults** | **Role-specific training** |
| **Staff with contact with CYP/AAR** |  |  | 3 months\* |  |  | 3 months\* |  |
| **Staff with no contact with CYP/AAR** |  |  | Recommended |  |  |  |  |
| **Board members/ trustees** |  |  | 6 months\* | Recommended | 12 months\* | 6 months\* |  |
| **Council/ committee** |  |   Written Briefing | 6 months\* |  | 12 months\* | If in adult disability football |  |
| **Disciplinary Panellists** |  |   Webex Briefing |  |  |  |  | 6 months\* |

**Key:**

**FA SCW** – Safeguarding Children Workshop (must be renewed every three years, via The FA’s free Online Safeguarding Recertification Course) // **FA MSIYC** – Managing Safeguarding in Your County // **FA WOW** – Welfare Officer Workshop // **FA SCM** – Safeguarding for Committee Members online module // FA Safeguarding Adults online module // FA Safeguarding Adults for CFA DSOs

Role-specific webinars or sessions provided by The FA External CPD sourced from other agencies

In either three, six or 12 months of starting the role, as indicated. For existing staff or volunteers by 31 May each season.

\*\* In the event of there being no WOW within the six-month period a note should be made on the CFA action plan ensuring the staff member attends ASAP

**Safeguarding Induction Checklist - Staff**

|  |  |
| --- | --- |
| **Name of Staff Member:** |  |
| **Staff Role:** |  |
| **Start Date:** |  |
| **Line Manager:** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Subject** | **Action** | **Completed by** | **Date** | | **Comments** | |
| **Welcome** | Introduction to department manager and line manager |  |  | |  | |
| Complete and check any outstanding documentation and forms, and DBS checks, where relevant |  |  | |  | |
| **Structure and organization** | Give a brief history and The FA and the County  FA |  |  | |  | |
| Explain the organisational structure, including the executive/management structure |  |  | |  | |
| Tell them who the Designated Safeguarding Officer and the Senior Safeguarding Lead are, the remit of their roles and when they should contact them about safeguarding |  |  | |  | |
| **Structure of the department** | Departmental structure |  |  |  | | |
| Explain its relationship with other departments |  |  |  | | |
| Introduction to employees and other volunteers |  |  |  | | |
| **Tour of the office** | Entrances and exits |  |  | | |  |
| Toilets |  |  | | |  |
| Lockers/cloakroom |  |  | | |  |
| Kitchen/canteen |  |  | | |  |
| Staff notice boards |  |  | | |  |
| Other facilities, e.g. car parking, sports facilities |  |  | | |  |
| **Job Description** | Job Duties |  |  | | |  |
| Responsibilities |  |  | | |  |
| Reporting line |  |  | | |  |
| Workstation location |  |  | | |  |
| Supervision and performance appraisals |  |  | | |  |
| Promotion avenues, if appropriate |  |  | | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Terms and conditions of employment** | Written statement of employment particulars issued |  |  |  |
| Probationary period |  |  |  |
| Hours of work, rest breaks and overtime |  |  |  |
| Salary, including when and how it will be paid, expenses |  |  |  |
| Annual leave entitlement and holiday rules |  |  |  |
| Sickness and other absence rules |  |  |  |
| **Policies and procedures** | **Staff Handbook, highlighting in particular:**   * Code of Conduct (staff) (duplicate to be signed and returned) |  |  |  |
| * Whistle-blowing Policy |  |  |  |
| * Equal Opportunities Policy |  |  |  |
| * Anti-harassment and Bullying Policy |  |  |  |
| * Data Protection Policy |  |  |  |
| * Dress code, including uniform |  |  |  |
| * Affiliated Football’s Policy and Procedure |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Health and safety** | Health and safety policy |  |  |  |
| Risk assessment |  |  |  |
| Safety hazards |  |  |  |
| Protective clothing, if applicable |  |  |  |
| No-smoking policy |  |  |  |
| Location of fire exits and any emergency  procedures |  |  |  |
| Location of firefighting equipment |  |  |  |
| Fire alarm and drill |  |  |  |
| Location of first aid kit |  |  |  |
| First aid officers |  |  |  |
| Procedures for reporting accidents and location of accident book |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Use of equipment and restrictions on use** | Electronic Information and Communications Policy |  |  |  |
| Telephone |  |  |  |
| Computer, e-mail and internet |  |  |  |
| Printer |  |  |  |
| Fax machine |  |  |  |
| Photocopier |  |  |  |
| Other equipment |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Training** | Safeguarding and child protection training |  |  |  |
| Training needs and objectives (may not be relevant for casual staff and agency workers) |  |  |  |

**Once completed the Employee should now sign the Shropshire FA Safeguarding Code of Conduct – Staff**

|  |  |
| --- | --- |
| **Employee Signature:** |  |
| **Date:** |  |

|  |  |
| --- | --- |
| **Line Manager Signature:** |  |
| **Date:** |  |

**Safeguarding Induction Checklist**

**Volunteers**

|  |  |
| --- | --- |
| **Name of Volunteer:** |  |
| **Volunteer Role:** |  |
| **Start Date:** |  |
| **Point of Contact:** |  |

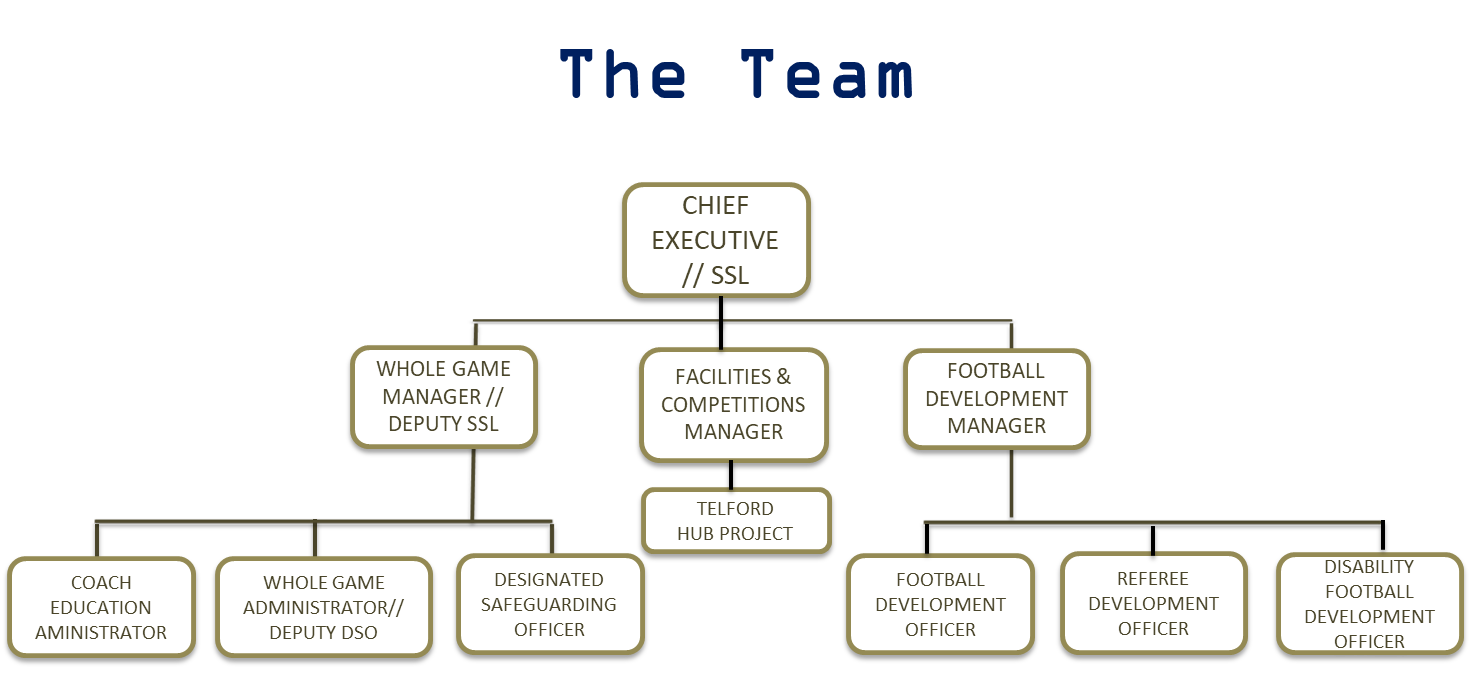
|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Subject** | **Action** | **Completed by** | **Date** | **Comments** | |
| **Welcome** | Introduction to department manager and line manager |  |  |  | |
| Complete and check any outstanding documentation and forms, and DBS checks, where relevant |  |  |  | |
| **Structure and organisation** | Give a brief history and The FA and the County  FA |  |  |  | |
| Explain the organisational structure, including the executive/management structure |  |  |  | |
| Tell them who the Designated Safeguarding Officer and the Senior Safeguarding Lead are, the remit of their roles and when they should contact them about safeguarding |  |  |  | |
| **Structure of the department** | Departmental structure |  |  |  | |
| Explain its relationship with other departments |  |  |  | |
| Introduction to employees and other volunteers |  |  |  | |
| **Tour of the office** | Entrances and exits |  |  |  | |
| Toilets |  |  |  | |
| Lockers/cloakroom |  |  |  | |
| Kitchen/canteen |  |  |  | |
| Staff notice boards |  |  |  | |
| Other facilities, e.g. car parking, sports facilities |  |  |  | |
| **Volunteer Role Description** | Role description |  |  | |  |
| Expectations and practical arrangements for volunteering |  |  | |  |
| Safeguarding Code of Conduct – Volunteers (duplicate to be signed and returned by the Volunteer) |  |  | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Health and safety** | Health and safety policy |  |  |  |
| Risk assessment |  |  |  |
| Safety hazards |  |  |  |
| Protective clothing, if applicable |  |  |  |
| No-smoking policy |  |  |  |
| Location of fire exits and any emergency  procedures |  |  |  |
| Location of firefighting equipment |  |  |  |
| Fire alarm and drill |  |  |  |
| Location of first aid kit |  |  |  |
| First aid officers |  |  |  |
| Procedures for reporting accidents and location of accident book |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Policies and procedures** | **Staff Handbook, highlighting in particular:**   * Code of Conduct (staff) (duplicate to be signed and returned) |  |  |  |
| * Whistle-blowing Policy |  |  |  |
| * Equal Opportunities Policy |  |  |  |
| * Anti-harassment and Bullying Policy |  |  |  |
| * Data Protection Policy |  |  |  |
| * Dress code, including uniform |  |  |  |
| * Affiliated Football’s Policy and Procedure |  |  |  |
| **Use of equipment and restrictions on use** | Electronic Information and Communications Policy |  |  |  |
| Telephone |  |  |  |
| Computer, e-mail and internet |  |  |  |
| Printer |  |  |  |
| Fax machine |  |  |  |
| Photocopier |  |  |  |
| Other equipment |  |  |  |
| **Training** | Safeguarding and child protection training |  |  |  |
| Other training |  |  |  |

**Once completed the Employee should now sign the Shropshire FA Code of Conduct - Volunteer:**

|  |  |
| --- | --- |
| **Volunteer Signature:** |  |
| **Date:** |  |
| **Line Manager Signature:** |  |
| **Date:** |  |



**Organogram**



**Deputy Designated Safeguarding Officer**

**Helen Baldwin**

**Email:** [**Helen.baldwin@Shropshirefa.com**](mailto:Helen.baldwin@Shropshirefa.com)

**[safeguarding@shropshirefa.com](mailto:safeguarding@shropshirefa.com)**

**Senior Safeguarding Lead**

**Roy Waterfield**

**Email:** [**roy.waterfield@shropshirefa.com**](mailto:roy.waterfield@shropshirefa.com)

[**safeguarding@shropshirefa.com**](mailto:safeguarding@shropshirefa.com)

**Deputy Senior Safeguarding Lead**

**Zoe Griffiths**

**Email:** [**zoe.griffiths@shropshirefa.com**](mailto:zoe.griffiths@shropshirefa.com)

[**safeguarding@shropshirefa.com**](mailto:safeguarding@shropshirefa.com)

**Designated Safeguarding Officer**

**Victoria Vespa**

**Email:** [**Victoria.vespa@Shropshirefa.com**](mailto:Victoria.vespa@Shropshirefa.com)

[**safeguarding@shropshirefa.com**](mailto:safeguarding@shropshirefa.com)

**Board Safeguarding Champion**

**Dave Ralphs**

**Email: daveralphs@tiscali.co.uk**

**Board Safeguarding Champion**

**Role Process**

To ensure that the Shropshire County Football Association [Limited] achieves and retains The FA’s Safeguarding Operating Standard for CFAs.

To ensure the Board acts in accordance with legislation, statutory guidance and The FA’s Safeguarding Policies and Procedures (1) and any associated guidance including the achievement and retention of The FA Safeguarding Operating Standard.

To be an active Board member championing the safeguarding of children and young people (under the age of 18) in all CFA activities and adults at risk.

To recognise and champion that all children and young people in football and all adults at risk are entitled to the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.

**Key skills and experience required (essential)**

* A child-centred belief system and behaviours;
* Experience of demonstrable and effective governance – and overseeing a strategic approach;
* Experience of safeguarding or child protection;
* Experience of working in adult safeguarding;
* Knowledge and understanding of grassroots or other voluntary activity;
* Awareness and understanding of The FA’s Safeguarding Policy and Procedures and the Safeguarding Operating Standard for CFAs;
* Ability to listen effectively;
* Ability to ask probing questions;
* Communication skills;
* Presentation skills;
* Experience of problem-solving;
* Basic IT skills, including Word and email.

*1 The FA’s Safeguarding Policies and Procedures can be found via: TheFA.com/football-rules-governance/safeguarding/section-1- footballs-safeguarding-framework*

**Desirable**

• Football club or officiating experience;

* Experience of organisational assessments, audits or inspections;
* Experience of being a member of committees or Boards.
* Key responsibilities
* To ensure the CFA always acts in keeping with legislation, statutory guidance and The FA’s Safeguarding Policies and Procedures and the Safeguarding Operating Standard;
* To ensure the CFA safeguarding responsibilities and accountabilities are embedded in the CFA Strategy, Business Plan, Budget, Risk Register and Operational Plan;
* To ensure the CFA enables and provides relevant safeguarding training for the Board, staff, volunteers and committee and council members;
* To ensure all staff role profiles have safeguarding responsibilities embedded in them;
* To ensure the Board receives and scrutinises information on progress against key areas of work, including the independent assessment reports, risks and challenges;
* To ensure all volunteers are aware of and comply with The FA’s Safeguarding Operating Standard requirements;
* To check and challenge to ensure that the interests of children and young people are paramount in all CFA activities and the best interests of adults at risk are given due consideration;
* To use the whistle-blowing policy if any concerns are not fully addressed by the CFA or the Board.

**Senior Safeguarding Lead**

**Role Purpose**

* To provide leadership to the County Football Association Limited (CFA) to ensure the CFA acts in accordance with legislation, statutory guidance and Affiliated Football’s Policy and Procedures1 and any associated guidance in respect of safeguarding;
* To guide the CFA to achieve and retain The FA Safeguarding Operating Standard for CFAs.

The role of the Senior Safeguarding Lead (SSL) should be fulfilled by the CFA CEO or equivalent executive lead officer, unless otherwise agreed with or proposed by The FA Head of Safeguarding and FA Head of County FA Operations

## **Key responsibilities are to ensure**:

* The CFA embeds safeguarding responsibilities and accountabilities in the CFA Strategy/ Business Plan/Budget/Risk Register and Operational Plan;
* Safeguarding is taken into consideration in all decision-making and that safeguarding principles underpin all areas of activity with under-18s;
* Safeguarding is taken into consideration in all decision-making in relation to adults at risk in disability football;
* The implementation of safeguarding principles and practice is monitored, evaluated and acted upon;
* There is oversight of safeguarding responsibilities and that financial and human resources are appropriate;
* Safeguarding is a standard agenda item at senior team meetings;
* Safeguarding is embedded in all role profiles and respective Performance and Development Review (PDR);
* Effective management of the Designated Safeguarding Officer (DSO);
* A deputising process is in place for the SSL;
* A deputising process is in place for the DSO;
* Poor practice is addressed and work on abuse cases is conducted in collaboration with The FA Safeguarding Case Team, using relevant systems and procedures;
* Any concerns about the welfare of children or young people are reported appropriately;
* Any concerns about an adult at risk are reported appropriately;
* The whistle-blowing policy is used, if required, to ensure the integrity of processes and safeguarding of children and young people and adults at risk;
* All children receive the same protection regardless of age, gender, gender reassignment, sexual orientation, marital status or civil partnership, race, nationality, ethnic origin, colour, religion or belief, ability or disability, pregnancy and maternity;
* All adults at risk receive the same protection regardless of age, gender, gender reassignment, sexual orientation, marital status or civil partnership, race, nationality, ethnic origin, colour, religion or belief, ability or disability, pregnancy and maternity.
* *Affiliated Football’s Policies and Procedures can be found via:* ***TheFA.com/football-rules-governance/safeguarding/section-1- footballs-safeguarding-framework****.*

**Designated Safeguarding Officer**

**Job Purpose**

* Manage the CFA’s safeguarding work, in line with legislation, FA Safeguarding Policy, Procedures and Regulations;
* Significantly contribute to the implementation of The FA’s Safeguarding Operating Standard for CFAs;

Work in partnership with The FA, statutory agencies and other relevant organisations to manage concerns effectively and efficiently.

**Principal Accountabilities/Responsibilities**

* Operationally lead the implementation and delivery of safeguarding policy and procedures within the CFA, being accountable for relevant areas of The FA’s Safeguarding Operating Standard as set out by The FA;
* To link into the senior management team and take a dynamic and strategic approach to safeguarding delivery within the CFA, raising awareness and providing organisational support and direction to colleagues;
* To provide the Senior Leadership Team/Board with regular reports on safeguarding activity within the CFA;
* Refer to FA Case Management Team safeguarding children and adults at risk abuse concerns and act in accordance with The FA’s safeguarding regulations, policy and procedures, and as agreed with The FA Safeguarding Team;
* Ensure all safeguarding referrals are recorded within The FA’s Case Managements ELSA system and securely retained in accordance with FA regulations, policies and data protection legislation;
* Deal with all poor practice concerns relating to children and adults at risk in accordance with FA regulations, safeguarding policy, procedures and disciplinary processes; providing guidance to clubs and leagues, recording incidents of Poor Practice within the CFA’s Recording Systems and seeking guidance from The FA Safeguarding Team as required;
* Utilise FA IT systems to monitor safeguarding compliance across the grassroots volunteer network and assist in strategic planning;
* Ensure the CFA is compliant with safeguarding legislation e.g. Data Protection/GDPR 2018, Children’s Act, Protection of Freedoms Act (Criminal Record Checks), the Government’s ‘Working Together guidance 2018’ and any other legislation or statutory guidance that may be introduced;
* Develop strong relationships with key stakeholders;
* Strategically manage effective designated persons networks; liaising with the Local Authority Designated Officer(s), Local safeguarding Partnerships, Local Safeguarding Adult Boards, Children’s and Adults Social Care Services, Police Child Protection Team(s) and supporting youth league and club welfare officers to be compliant with safeguarding legislation, FA safeguarding policy, best practice guidance and education programmes;
* Manage a diverse workload being able to prioritise work according to risk and timeframes;
* Maintain strong links with key FA staff and attend national FA safeguarding events and CPD courses to ensure knowledge and skills are maintained and updated;
* To address poor behaviour and raise standards in grassroots football, promote safeguarding and creating a culture that celebrates good practice across the CFA;
* Co-ordinate CFA safeguarding visits, spot checks/audits on clubs throughout the season to ensure they are compliant with the records they have submitted to the CFA;
* Arrange and deliver CPD events for existing leagues and club Welfare Officers;
* Ensure that enough workshop opportunities are available for new volunteers;
* Ensure that any individual helping with any CFA event(s) involving children is suitably trained and is aware of their responsibilities at the event(s).

# A guide for clubs with 16/17-year-old players

*Open-Age Adult Football Safeguards*

Every affiliated football club that involves under-18s must ensure appropriate safeguards are in place. This guide aims to support clubs with open-age adult teams who have 16/17-year-old players or are likely to sign 16/17-year-old players.

Everyone working with under-18s, whether in youth or open-age adult football, is subject to The FA’s Safeguarding Policy and Procedures 5) and the underpinning legislative guidance.

The Disclosure and Barring Service (DBS), is an agency delivering the government’s requirements for vetting checks for those working with under-18s and they have declared (6) that if a team has or is likely to have one or more 16/17-year-old in an adult football team, and if the time that the coaches and managers work with these children meets the period condition (7), then this is deemed as ‘regulated activity’. This requires the eligible (8) coaches and managers working with these under-18s to undertake the requisite DBS Check.

The FA and CFAs are beginning a proactive drive to help support clubs to understand and ensure they are embracing their responsibilities in this respect. This guidance note outlines the key issues and actions required by clubs.

The club committee has a collective responsibility to manage these safeguards and are required to:

* Identify which teams have or are likely to have 16/17-year-old players.
  + If they are registered with your team then safeguards must be in place, even if they have not played yet.
* Identify the coach/manager for each team (including any assistant coaches/managers)
  + Someone must be identified in this role; they do not have to have any coaching qualifications to be named as the coach/team manager; List them on The FA’s Whole Game System/Customer Relationship Management system alongside the registered team. This can be done by the club secretary, assistant secretary or if you have youth teams by the club welfare officer (Youth Teams); If the coach/manager changes you must update this information.
* Support coaches to complete an FA DBS Check\* *(\* Formerly referred to as an FA Criminal Record Check (CRC))*
  + Read The FA DBS Check – FAQs: TheFA.com/football-rules- governance/safeguarding/ section-3-safer-recruitment-and- dbs-checks;
  + If your club uses ‘Matchday’ you might want to consider using the PayPal funding (£100) to pay for the coaches’ DBS Checks;
  + Check if your league offers any financial support for DBS Checks.
* Adopt and adhere to The FA’s Safeguarding Children Policy
  + Read and use The FA’s Safeguarding Children Policy Club Template: TheFA.com/football-rules- governance/safeguarding/ section-1-footballs-safeguarding- framework
* Provide 16/17-year-old players with safeguarding information
  + Distribute The FA’s guidance ‘Know your rights’: TheFA.com/football- rules-governance/safeguarding/ section-7-children-and-young- people-under-18s to all 16/17-year- old players, host this information on your club website, consider making it part of a ‘welcome pack’ for new players aged 16/17 years old.

Navigating TheFA.com: TheFA.com/ football-rules-governance/safeguarding

The FA’s safeguarding information has 12 sections and offers a variety of downloads all of which can be accessed via the ‘Complete Downloads Directory’: **TheFA.com/football- rules-governance/safeguarding/section- 11-the-complete-downloads-directory**:

1. Football’s safeguarding framework;
2. Reporting concerns;
3. Safer recruitment and DBS Checks;
4. Safeguarding training;
5. The Designated Safeguarding Officer (DSO) network;
6. Safeguarding in the digital world;
7. Children and young people (under-18s);
8. Parents and carers;
9. Support for survivors;
10. Safeguarding adults in disability football;
11. The complete downloads section;
12. Other key safeguarding organisations.

*5 The FA’s Safeguarding Policies and Procedures can be found here:* ***TheFA.com/football-rules-governance/safeguarding/section-1- footballs-safeguarding-framework****.*

*6 See:* ***https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/758272/ENGLISH\_-\_ DBS\_Checks\_in\_Sports\_-\_Working\_with\_Children\_LATEST.pdf***

*7 The period condition is defined as at any time, on more than three days in any period of 30 days, or at any time between 2.00am and 6.00am with the opportunity for face-to-face contact with children.*

*8 Eligibility for the enhanced DBS Check with check of the barred list in adult football will depend on how likely it is that they will have 16/17-year-old players. If it is anticipated that children are likely to be part of an open-aged team and there is a good chance of this happening, for instance if 16/17-year-olds have already been part of the team during the previous season or have registered to join the*

*team, then the applicant performing any of the roles mentioned would be eligible for the DBS Check stipulated by The FA. If, however, it is unlikely that 16/17-year-olds would be a part of the teams, for instance if no children have ever previously been on a team and none are expected to join then the coaches and managers are not eligible for the check. This is because a standard or enhanced check cannot be applied for just in case an applicant ends up doing an eligible type of wor*

\*Refer to FA Regulations in Handbook ‘Safeguarding Children in the Disciplinary Process’

\*\* This could be the CWO/FDO/DSO/SSL

\*\*\* This could include education, mediation, club visit, monitoring

Shropshire FA – Managing Poor-Practice Cases

**POOR PRACTICE REFERRAL RECEIVED**

**IS THERE A POTENTIAL DISCIPLINARY ELEMENT? ESTABLISH THROUGH DISCUSSION WITH THE SSL, DSO AND DISCIPLINARY ADMINISTRATOR**

AGREE HOW CASE IS TO BE PROGRESSED AND WHO WILL UNDERTAKE THE ACTIONS

\*\*AGREE WHO WILL MANAGE CONCERNS

ESTABLISH FACTS – RECORD AND REVIEW

**DOES NEW INFORMATION SUGGEST A DISCIPLINARY ELEMENT?**

SANCTIONS MAY INCLUDE WELFARE COMPONENT(S)\*\*\*

**CAN DISCIPLINARY ACTION BE TAKEN?**

**NO**

**YES**

**YES**

**YES**

**YES**

**YES**

**YES**

**NO**

**NO**

**NO**

**NO**

**NO**

**DOES THIS MEET THE THRESHOLDS FOR ESCALATION TO CASE MANAGEMENT AND LADO?**

**IS ESCALATION TO FA CASE MANAGEMENT AND LADO APPROPRIATE?**

**IS THERE STILL A POOR PRACTICE CONCERN?**

**APPROPRIATE ACTIONS UNDERTAKEN TO ADDRESS POOR PRACTICE, RECORD & CLOSE\*\*\***

**(INFORMS CWO/LWO TRAINING**

**REFER TO ABUSE FLOW CHART**

**END OF PROCESS (INFORMS CWO/LWO TRAINING)**

Shropshire FA – Senior Management Team and Board & Council Meetings

**SENIOR MANAGEMENT TEAM MEETING**

**BOARD**

**&**

**COUNCIL**

DSO to attend or brief SSL as appropriate on agenda items

Structural discussion on SOS and any issues arising

SSL and DSO (as appropriate) to lead discussion on any other issues arising

Any actions recorded, are owned with accountabilities clear

Follow up at next meeting as part of review of actions

**END**

**OF**

**PROCESS**

SSL to brief Board Safeguarding Champion or attend as appropriate on agenda items

Structural discussion on SOS and any issues arising

Board Safeguarding Champion to lead discussions on any other issues arising

Any actions recorded, are owned with accountabilities clear

Follow up at next meeting as part of review of actions

**START OF PROCESS**

**A person within the SFA is aware of a safeguarding concern and believes that it has not been properly addressed**

Refer to SSL/Board Champion unless SSL is implicated in concern or instigated it

**IS THE PERSON REASSURED THAT THE SITUATION HAS BEEN ADDRESSED?**

Whistle blow to The FA Case Management Team via:

Safeguarding@TheFA.com

**IS THE PERSON REASSURED THAT THE SITUATION HAS BEEN ADDRESSED?**

Further whistle-blowing can be made to LSCB on 01432 260 800 or the NSPCC 0808 800 5000

**END**

**OF**

**PROCESS**

**END**

**OF**

**PROCESS**

Whistle-blowing can be used as an early-warning system or even if recognised appropriate actions have not been taken.

It is about revealing and raising concerns within an organisation or within an independent structure associated with it.

**Yes**

**No**

**Yes**

**No**

Shropshire FA – Concerns regarding safeguarding

**START OF PROCESS**

Yes

Yes

No

No

**Potential abuse identified**

**Follow guidance on Managing Allegations Against Staff and Volunteers**

**IS THIS A SFA STAFF EMPLOYEE (PAID OR UNPAID)?**

**Concerns recorded and referred to The FA case management team within 1 working day**

**Referral discussed with The FA case management team and actions agreed**

**DOES CASE MANAGEMENT ACCEPT REFERRAL AS POTENTIAL ABUSE?**

**FOLLOW POOR PRACTICE FLOWCHART**

**Initial action taken by FA and shared as appropriate**

**Partnership work between SFA, The FA case management team and relevant agencies**

**FINAL OUTCOME OF FA INVESTIGATION MADE AND SHARED AS APPROPRIATE\***

\*If significant concerns remain these should be discussed with the Case Team Manager

**Shropshire FA – Referral management of abuse cases**

Project

idea

Safeguarding requirements explored

Plan

written

Safeguards checked and challenged

Plan

Signed

DSO

Delivery

Shropshire FA – safeguarding principles for activities for activities involving U18’s

Example Project Plan

Template

Insight

Offers

Routes

To

Market

Delivery

Feedback

Scale

Views of children and young people (1)

Risk Assessments

(2)

Due Diligence Contractors

(3)

SLA’s Venues

(4)

Oversight by DSO – actively involved in project design

Culture of Listening

(5)

Staff up-to-date CPD

(6)

Views of children and young people

(1)

Culture of Listening

(5)

Shropshire FA – safeguarding principles for activities for activities involving U18’s

Shropshire FA – safeguarding principles for activities for activities involving U18’s.

1. The views of children and young people including those with additional vulnerabilities inform the services delivered and decisions made by Shropshire FA.
2. Risk assessments are completed for all Shropshire FA led events and activities for and involving under 18’s to ensure that appropriate safeguards are in place. Evidence required – matrix of youth activities, Shropshire FA Risk Assessment Tool to be completed and checked by DSO/SSL
3. Service Level Agreements are in place with all contractors working with under 18’s on behalf of or in partnership with Shropshire FA. These identify the contractor’s responsibilities and accountabilities and include the relevant warranties. Evidence – Service level agreements/contracts\*.
4. Service Level Agreements are in place with all contractors hiring Shropshire FA’s facilities and identify the contractor’s safeguarding responsibilities and accountabilities and include the relevant warranties. Evidence – Service level agreements/contracts and a completed Shropshire FA Safeguarding Tool.
5. Senior Shropshire FA leaders generate a culture of listening to children and ensuring there are processes in place to consider children and young people’s views as part of the decision-making process. Required evidence – minutes of decision making supporting relevant mechanisms. See CPSU Guidance on listening to children and young people – PDF/paper copy.
6. Shropshire FA staff and volunteers deployed in regulated activity have maintained training and CPD appropriate to role in the last 12 months. Evidence - WGS dashboard of training records, certificates of attendance for relevant safeguarding courses/events using training matrix 2019/21.

\*SLA should include the following:

**It is our expectation that contractors will at all times act in the best interest of children and young people under the age of 18. The welfare of children and young people must always be paramount.**

**This includes an expectation that contractors will give:**

* **Confirmation that the third party and or anyone employed or deployed on their behalf, working in regulated activity with children, holds an in date Enhanced DBS check with a check of the children’s barred list and has undertaken the appropriate safeguarding training;**
* **Confirmation that they are not knowingly employing or deploying anyone in regulated activity with children who is barred from such activity;**

**In addition Shropshire FA will ask for:**

* **Copies of certificates of training courses attended or WGS dashboard of training records**
* **Signed codes of conduct**

SFA to appoint DSO for all HFA run events designed for U18’s\*

A safeguarding risk assessment has been carried out (SFA Risk Assessment Tool) and a plan is in place including the following and any other health and safety assessments

\*\*

Pre-event briefing for relevant lead staff to include safeguarding considerations (parents/carers and U18 participants to be briefed if appropriate)

Communications to participants and other relevant parties to include the event DSO(s) contact details as well as SFA DSO or SSL where different

Any event-day safeguarding concerns are acted upon in accordance with The FA policy and procedures with relevant in formation passed onto the SFA DSO/SSL\*\*\*

Post-event debrief to include review of safeguarding plan

\*\*This should include any additional planning arising for the needs of vulnerable groups

* Name(s) of event DSO(s)
* Age ranges of participants
* Staffing ratios
* Staff DBS checks
* Staff safeguarding education
* Suitability of changing facilities
* Relevant insurance is in place
* Travel arrangements
* Drop off and pick up arrangements
* Photography/film consent
* First aid and medical information

Shropshire FA – safeguarding principles for activities for activities involving U18’s

\*This may be SSL or the DSO. However, where they are not present there should be a nominated event DSO who is the lead for safeguarding matters.

\*\*Further guidance can be found in the Safeguarding Checklist for County FA’s, ‘Maximising Enjoyment, Minimising Risk’ on TheFA.com

\*\*\*Use Shropshire FA referral flowchart and The FA Grassroots Policy and Procedure document hosted on TheFA.com